

**SECRET**  
**EYES ONLY**

**DRAFT**  
26 JUL 1966

Western Area Office  
Directorate of Science and Technology

MISSION

The DD/S&T Western Area Office is established to assure coordination and orderly implementation of the contract management, support and liaison activities related to DD/S&T projects and programs in the Western Area of the United States. The Western Area of the U. S. is defined generally as California, New Mexico, Texas, Nevada and such other states or locations which may be designated by the DD/S&T in the future.

FUNCTIONS

The Chief of the Western Area Field Office shall:

1. Assume overview and liaison responsibilities of the Directorate non-technical contract management relationships with the Government and industrial organizations with whom the Science and Technology Directorate has existing or proposed relationships.
2. Assure coordination and effective implementation of security policy and practices with respect to non-governmental organizations with whom the DD/S&T possesses a contractual relationship.

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3. Assure coordination as necessary with other CIA and governmental activities in the Western Area with which there may be the possibility of policy, procedural, or liaison difficulties affecting the CIA-DD/S&T-Industrial interface and relationships.

4. Maintain appropriate management record system pertaining to performance milestones applicable to each Directorate Industrial Contract in the Western Area and through regular visits to those companies and regular reporting to the DD/S&T will keep the DD/S&T advised of contractor performance with respect to established time and cost schedules and benchmarks.

5. Anticipate and advise as early as possible the appropriate Headquarters Program or Project Director and/or the DD/S&T of problems arising from contractor relationships within the fields of security, cost, scheduling, and other contract management areas as appropriate.

6. Provide liaison support for CIA and non-CIA officials visiting contractor organizations and assure security control of these individuals within the framework of established Directorate and Agency policy and instructions.

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7. Supervise all DD/S&T support personnel designated to assist him in carrying out his responsibilities.

8. In general will avoid interjecting himself between the Program Directors and the contracting organizations on technical program issues. In the event problems in these areas come to his attention he will avoid rendering an opinion or judgment and transmit any information available to the Program Director, the Office Director or the DD/S&T as appropriate.

9. Assure that all possible steps are taken, within existing regulatory and policy documents, to eliminate unnecessary procedural bottlenecks inhibiting rapid and effective achievement of contract objectives within the framework of approved Agency plans, projects and goals.

10. Report immediately to the DD/S&T any suspected conflict-of-interest case or other situation which might involve violation of Federal or state law or react unfavorably upon the public image of CIA or any CIA employee.

11. Perform such other duties as from time to time may be specifically directed or assigned by the DD/S&T or requested by Office Directors.

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